



12/01/2011

Flathead County Planning and Zoning
BJ Grieve, Planning Director
1035 First Avenue West
Kalispell, MT 59901

Re: MBM Investments - Bigfork, MT - Conditional Use Permit Application

Dear Mr. Grieve,

The enclosed Conditional Use Permit Application and related drawings are respectfully submitted on behalf of MBM Investments for review and approval to allow expansion of an existing non-conforming use.

You will note that this request covers two parcels which have a current mixed use. The southern lot has a multi-tenant office/retail building fronting the highway with a building at the rear of the same lot where vintage sign design and manufacture takes place. The northern lot has a building fronting the highway which the Food Pantry currently operates from, with another building immediately behind it used partly for sign manufacture and assembly and partly as storage of raw material for manufacture as well as goods awaiting shipment.

The enclosed request for expansion of a non-conforming use covers both of these lots. Expansion plans include enlarging the design and manufacturing facility on the southern lot as well as increasing storage capacity within the facility on the northern lot and improving parking and site circulation.

All of the proposed expansion efforts will not likely occur in one phase. The first phase, which is the main expansion, consists of two additions to the existing sign manufacturing building along with associated site improvements. This phase is immediate with construction planned to begin in early 2012 and is shown as a solid on the attached site plan. Future phases could consist of an addition to the existing storage building on the north lot with minimal site improvements as well as a second addition to the building on the south lot which may be needed to accommodate storage of larger orders (both of these are shown dashed on the site plan). The sales growth and/or increase in large order sales will dictate the construction timeline for the additional phases. As it is difficult to predict this growth, we are requesting approval of the entire proposal with a 5-year maximum timeframe to complete future phases.

We are available to answer any questions you may have regarding this application and thank you for your time.

Sincerely,

Robert Erickson, PLS
Jackola Engineering & Architecture, PC

RAE/rae

Encl

Cc Loyd and Laura Meissenburg

Jackola Engineering & Architecture, PC
2250 Highway 93 South Kalispell, MT. 59901
(p) 406.755.3208 (f) 406.755.3218 www.jackola.com



Flathead County

Planning & Zoning

1035 1st Ave W, Kalispell, MT 59901
Telephone 406.751.8200 Fax 406.751.8210

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FLATHEAD COUNTY
PLANNING & ZONING OFFICE

CONDITIONAL USE PERMIT APPLICATION

Submit this application, all required information, and appropriate fee (see current fee schedule) to the Planning & Zoning office at the address listed above.

FEE ATTACHED \$ 700⁰⁰

PROPOSED USE (as described in the Flathead County Zoning Regulations):

Expansion of Non-Conforming Use, per 2.07.040(4)

OWNER(S) OF RECORD:

Name: MBM INVESTMENTS Phone: 406-837-3005

Mailing Address: 7583 HIGHWAY 35

City, State, Zip Code: BIGFORK, MT 59911

Email: loyd@oldwoodsigns.com

PERSON(S) AUTHORIZED TO REPRESENT THE OWNER(S) AND TO WHOM ALL CORRESPONDENCE IS TO BE SENT:

Name: BOB ERICKSON, PLS Phone: 406-755-3208

Mailing Address: P.O. Box 1134

City, State, Zip Code: KALISPELL, MT 59903

Email: berickson@jackola.com

LEGAL DESCRIPTION OF PROPERTY (Refer to Property Records):

Street: 7545 & 7583 MT Hwy 35
Address: BIGFORK, MT 59911 S 24 T 27 N R 20 W

Subdivision Name: SINGERS CORNER ADDITION Tract No(s). _____ Lot No(s). 1 & 2 Block No. _____

1. Zoning District and Zoning Classification in which use is proposed (EXAMPLE: Bigfork

Zoning District, SAG-5 zoning classification):

BIGFORK ZONING DISTRICT, B-3 ZONING

2. Explain how the proposed use meets all of the required criteria below. ALL CRITERIA MUST BE DISCUSSED. If criteria are not applicable, please explain why. Attach drawings, additional text, site plans, and any other documents that will assist staff in reviewing the proposed use. The more information you can provide, the easier it is for staff to review the application. Please discuss:

A. Site Suitability.

The site is suitable for the use. This includes:

- (1) adequate usable space

SEE ATTACHMENT FOR RESPONSE TO ALL CRITERIA.

- (2) adequate access

- (3) absence of environmental constraints

B. Appropriateness of Design.

The site plan for the proposed use will provide the most convenient and functional use of lot. Consideration of design should include:

- (1) parking scheme

- (2) traffic circulation

- (3) open space

- (4) fencing, screening

(5) landscaping

(6) signage

(7) lighting

C. Availability of Public Services and Facilities

The following services and facilities are to be available and adequate to serve the needs of the use as designed and proposed:

(1) sewer

(2) water

(3) storm water drainage

(4) fire protection

(5) police protection

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(6) streets

D. Immediate Neighborhood Impact

The proposed use will not be detrimental to surrounding neighborhoods in general. Typical negative impacts which extend beyond the proposed site include:

(1) excessive traffic generation

(2) noise or vibration

(3) dust, glare or heat

(4) smoke, fumes, gas, or odors

(5) inappropriate hours of operation

3. The following proposed uses shall meet additional requirements, known as "Conditional Use Standards" as outlined in Chapter 4 the Flathead County Zoning Regulations and require consultation with a staff planner PRIOR to application submittal:

4.01 Animal Hospitals, Kennels, Animal Shelters, Veterinary Clinics
4.02 Bed and Breakfast Establishments/Boarding Houses
4.03 Camp or Retreat Center
4.04 Caretaker's Facility in AG, SAG, and R-1 Districts

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- 4.05 Cluster Housing Development in Residential Districts
- 4.06 Commercial Caretaker's Facility in B-2, B-3, I-1, I-1H, and I-2 Districts
- 4.07 Contractors Storage Yard in AG and SAG Districts
- 4.08 Day Care Centers- 13 or More Individuals
- 4.09 Electrical Distribution Stations
- 4.10 Extractive Industries
- 4.11 Family Hardship Dwellings
- 4.12 Manufactured Home Parks
- 4.13 Mini-Storage, Recreational Vehicle Storage
- 4.14 Motor Coach Subdivisions
- 4.15 Recreational Facilities (see also 7.17.040)
- 4.16 Temporary Uses

Consultation with Planner:

Date 10/31/11

Planner's Signature *[Signature]*

2.07.040(4) Expansion of Assembly

INSTRUCTIONS FOR CONDITIONAL USE PERMIT APPLICATION:

1. Answer all questions. Answers should be clear and contain all the necessary information.
2. In answering question 1, refer to the classification system in the Zoning Regulations.
3. In answering questions 2 and 3, be specific and complete. Please use a separate sheet of paper to discuss the appropriate topics.
4. Copy of plot plan/site plan must be submitted with each application, with all existing or proposed structures shown, and distances from each other and from the property line. *If you are submitting a plan larger than 11x17 in size, please include 7 copies.*
5. A **Certified** Adjoining Property Owners List must be submitted with the application (*see forms below*). The list will be sent directly to the Planning & Zoning office, unless you request otherwise. This list is valid for a period of 6 months from date generated. You may also get a certified adjoining landowners list from a title company if you choose.
 - *(The buffer should be 150 ft. for all areas with the following exceptions: Administrative Conditional Use Permits, standard Conditional Use Permits, and Planned Unit Development (PUD) applications within the Lakeside Zoning District require a 300 ft. buffer.)*

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded and other appropriate action taken. The signing of this application signifies approval for the Flathead County Planning & Zoning staff to be present on the property for routine monitoring and inspection during the approval and development process.

[Signature]
Applicant Signature

12/01/2011
Date

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A. Site Suitability

(1) Adequate usable space

Lot 1 has two existing buildings located on the west half of the lot. The building nearest to Highway 35 is used as a community food pantry. No improvements are proposed for this building.

The building east of the food pantry is being used partly for some sign manufacturing and mostly for storage and has historically been used as such. A future addition is proposed to this building for added storage space.

Lot 2 has two existing buildings located on the site. The building nearest to Highway 35 is leased to multiple customer service oriented businesses. No improvements are planned for this building.

The west building is used for manufacturing vintage wood and metal signs. The building is proposed for renovations and additions to the north and south ends. A future addition is also planned on the north end of the proposed addition. An existing storage area located on the west side of the existing building would be removed to allow for additional parking.

The attached site plan demonstrates that each lot has adequate space to allow for the proposed additions and associated needs. The proposed plan will delineate parking and circulation on Lot 2 which currently does not exist. Existing topography is utilized for building placement and storm water drainage.

(2) Adequate access

Lots 1 and 2 are served by three existing approaches. The south approach on Lot 2 is shared with an adjacent property. The south approach on Lot 1 will be used as a shared approach between Lots 1 and 2. No changes are planned for any of the approaches.

Local deliveries on the south end of Lot 2 are isolated from the larger shipping area on the north end for traffic separation, as well as isolation from general parking traffic.

(3) Absence of environmental constraints

There are no known environmental constraints on or adjacent to the property.

There are no nearby surface waters that would be affected. The property is not located within a flood hazard area as shown on the included Flood Insurance Rate Map, Panel 2305G.

There are no wetlands or other sensitive environmental lands located on or adjacent to the property. There is a bank with slopes of 40% or greater along the east boundary of Lot 1 and a portion of Lot 2. The proposed building additions and site improvements will not be affected by this slope.

Soil borings have been performed on the site near areas proposed for additions. Borings show that fill material has been imported onto the site in the past. The material is known to be stable and suitable for building construction, and geotechnical recommendations will be followed for the proposed work.

B. Appropriateness of Design

(1) Parking scheme

The current parking is not delineated. The existing asphalt surface will be used as much as possible, but some asphalt will be removed to clean up and better delineate parking areas. Parking delineation will improve traffic circulation and will provide better separation between parking and commercial traffic. The number of parking spaces to be provided would exceed the parking requirements. Parking counts take into effect the proposed and future additions on each lot. Please refer to the attached site plan for further review.

(2) Traffic circulation

Traffic circulation would be improved and delineated by providing dedicated parking areas and designated receiving and shipping areas.

The drive isle between the existing buildings and the drive isle in front of the west building on Lot 2 are currently used for two way traffic with uncontrolled parallel parking along the west building. These drive isles would become one way with delineated parking, limiting congestion.

Adequate widths and turning radii for commercial vehicle ingress and egress is planned with good access to Highway 35 as shown on the included site plan.

(3) Open space

The amount of open space provided is adequate. Lot coverage is not applicable in the B-3 zoning district. The proposed improvements meet the building setback requirements as established in the B-3 district.

(4) Fencing, screening

No fencing or screening is proposed for either lot except as noted in the landscape section.

The proposed and future non-conforming use building additions on each lot are planned for minimum impact to the community. The additions will be screened from the west by existing buildings fronting Highway 35 and from the east by large mature trees. Efforts will be made to maintain as many existing trees as possible. The building additions on Lot 2 will also be screened thru the use of site grading to reduce the visible impact from Highway 35. Refer to attached artist renderings of the proposed building as seen from Highway 35.

(5) Landscaping

Development will occur to the rear of each lot with efforts made to maintain the existing mature trees and landscaping. New low lying shrubbery and landscaping is planned as depicted between the proposed building addition and existing building on Lot 2 to additional buffer the addition from the highway.

(6) Signage

No new monument signs are planned with the proposed or future building additions. Existing signage will remain. As part of the face lifting of the existing building on Lot 2, a sign may be placed on the structure stating the business, as depicted in the attached concept drawings.

(7) Lighting

One existing light pole between the existing buildings on Lot 2 would be removed to allow for the proposed addition. No other changes to existing lighting are planned for the building and parking areas along the highway. Down directed, building mounted cut-off lighting will be planned to illuminate the areas around the existing buildings, and on the new and future additions as noted on the plan. Three new pole lights are currently planned on Lot 2 and one new pole light on Lot 1 to supplement the building lighting.

C. Availability of Public Services and Facilities

(1) Sewer

The existing buildings are currently and will continue to be served by the Bigfork Water and Sewer District for sewer. Rerouting of the existing sewer service line may be required.

(2) Water

Lots 1 and 2 currently receive domestic water from a community water system served by a well on the lot to the south. The proposed additions add very little domestic water demand and are planned to continue to receive domestic water from the same source.

(3) Storm water drainage

The existing buildings and paved areas are graded to existing storm water inlets and to swales along Highway 35 as shown on the attached site plan. These will remain with new detention and storm water provisions that are planned for the new roof areas and paved areas. Detention areas with drywells are planned north and east of the addition on Lot 2. Detention areas will be adequately sized to accept and retain the additional runoff created by the added hardscapes.

(4) Fire protection

The facilities on each lot are served by the Bigfork Fire Department with the nearest station located at 810 Grand Drive in Bigfork. The station is approximately 2 miles south of the property. The expansion of use is not anticipated to change fire protection.

Paints, adhesives and lacquers used in sign production are water base and non-flammable. No new chemicals are planned for use which may require additional fire protection. Finishing materials will be stored in a dedicated space in the proposed addition. There is an existing paint booth that will be relocated to the proposed addition and one new paint booth will be added. Both paint booths will have built-in fire suppression systems.

(5) *Police protection*

The Flathead County Sheriff office currently provides police protection for the properties and would continue to do so. The expanded use will not require additional protection.

(6) *Streets*

The properties are served very well by 3 access points directly to Highway 35 and traffic routes on the property are properly designed for the type of traffic anticipated. No new public streets or changes to existing streets will be required.

D. Immediate Neighborhood Impact

(1) *Excessive traffic generation*

With access directly to Highway 35, traffic generated should not be detrimental. The additions planned include more material storage area in shipping and receiving so more frequent delivery traffic than already exists is not anticipated. Most of the frequent deliveries and pickups will be for small orders via UPS or similar service as currently exists.

(2) *Noise or vibration*

The printing of the signs is affectively a noiseless operation and is the activity (along with storage) that is planned for the addition. The noise generating activities are the CNC and sign assembly functions which are not moving from the current location so no additional adverse impact is anticipated.

(3) *Dust*

The existing CNC and sign assembly areas have dust collection which will continue to be used. The activity in the addition space is planned to be sign printing, packaging, storing and shipping where no detrimental effects of dust, glare or heat are anticipated.

(4) *Smoke, fumes, gas, or odors*

None of the existing sign making operations emit smoke or gas. There is an existing paint booth planned to be relocated to the new addition to the north and a new larger paint booth planned near the current paint booth location. While these may emit fumes or odors during operation, they have upblast ventilation systems designed to disperse the fumes up into the air and away from ground level. The larger paint booth will allow all painting to be done in a designated space, rather than in areas not designated for painting, thus improving the situation.

(5) *Inappropriate hours of operation*

Current operations vary with sales volumes, but can result in production occurring between 7 am and 9 pm weekdays with occasional weekend production if required. Typical hours of operation are from 8 am to 5 pm. This is not anticipated to change with the proposed expansion and may actually assist in limiting after hour production.

BJ Grieve

From: Loyd Meissenburg [loyd@oldwoodsigns.com]
Sent: Thursday, December 01, 2011 12:30 PM
To: BJ Grieve
Subject: authorization for jackola engineering

Hello BJ,

This email is being sent to give authorization to Jakola Engineering to sign our documents.

Thanks,
Loyd Meissenburg
Meissenburg Designs